

# United States Department of Transportation

## Federal Motor Carrier Safety Administration

### Fiscal Year 2011 – Commercial Driver's License Program Improvement Grants **Supplemental** Program Announcement and Submission Instructions

Thank you for your interest in the Fiscal Year (FY) 2011 Commercial Driver's License Program Improvement (CDLPI) Grants. This document will assist you by providing important information about the CDLPI grant program, including the FY 2011 program priorities and critical information related to preparing and submitting a grant application.

The submission requirements and instructions have changed for FY 2011. Please review this entire document before submitting an application through Grants.gov.

#### **Important Changes in FY 2011:**

- All CDLPI applications must be submitted in response to this announcement. At this time, there will NOT be a separate announcement for High Priority and Emerging Issues grants as has been the case in previous years;
- FMCSA will not award FY 2011 Commercial Driver's License Information System (CDLIS) modernization grants; all grant projects related to CDLIS modernization should be requested in response to this announcement;
- State self-assessment documents are no longer required and should not be included in the application packet;
- Application review information has been clarified (see Section V);
- A template has been provided to assist in preparing applications (see Appendix I); and
- A template has been provided to assist State applicants report their Maintenance of Expenditure Requirements (required – see Appendix II).

#### **Section I – Funding Opportunity Description**

The Federal Motor Carrier Safety Administration (FMCSA) re-announces the availability of CDLPI grant funding as authorized by sections 4101(c)(1) and 4124 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005 (SAFETEA-LU – Pub. L. 109-59, August 10, 2005). These authorities help to ensure States comply with statutory standards for their Commercial Driver's License (CDL) programs, and also to generally improve the CDL program across the nation.

For FY 2011, FMCSA was appropriated \$30 million in CDLPI grant funding to be awarded to eligible applicants, including the 50 States and the District of Columbia. FMCSA had an initial deadline of November 15, 2010, for applications for these funds at an expected funding level of

\$25 million. As a result, FMCSA has an additional \$5 million of CDLPI funds available. The FMCSA will award this additional funding in three distinct categories:

- Basic CDLPI grants – at least 80% of available funds (estimated at \$4,000,000 per this announcement) to States to achieve the program goals listed below.
- High Priority grants – up to 10% of available funds (estimated at \$500,000 per this announcement ) to States, local governments, and other persons for projects involving research, development, demonstration projects, public education, and other special activities and projects related to commercial driver licensing and motor vehicle safety that are of benefit to all jurisdictions of the United States or are designed to address national safety concerns and circumstances.
- Emerging Issues grants – up to 10% of available funds (estimated at \$500,000 per this announcement) to States, local governments, and other persons to address emerging issues relating to commercial driver's license improvements.

The FMCSA will automatically consider State applications to be for the Basic CDLPI grant, unless specifically indicated otherwise in the application. The FMCSA will automatically assign non-State applications into the High Priority or Emerging Issues categories based on a determination of the appropriate category. Non-State applicants must be able to conduct programs on a national level and demonstrate widespread benefit to one or more groups of CDL stakeholders. Any application from a State applied for as a High Priority or Emerging Issue project must adhere to the same criteria regarding national level work as for non-State applicants.

#### **Program Goals – FY 2011 National Priorities – All Grant Categories**

To achieve the goals of SAFETEA-LU and support the FMCSA mission of reducing the number of crashes and fatalities involving large trucks and buses, the national priority for the FY 2011 CDLPI grant program is:

1. Compliance with the Commercial Motor Vehicle Safety Act of 1986 (CMVSA) and its amending legislation, including the Motor Carrier Safety Improvement Act of 1999 (MCSIA) and SAFETEA-LU. Priority funding will go to those projects which are aligned to this national priority and which will bring a State into substantial compliance with 49 CFR Parts 383 and 384. **NOTE:** This includes projects that will assist States to implement the provisions of the CDLIS System Specifications, Release 5.2.0 (more commonly known as the modernized CDLIS), including integration of the medical certificate into the driver history record.

As funds are available, FMCSA will also consider applications from non-State entities and those States that have achieved substantial compliance with 49 CFR Parts 383 and 384 for projects:

2. that improve the accuracy, completeness, and timeliness of driver history and conviction information exchanged between law enforcement, prosecutors, the courts, employers, and State driver licensing agencies; this includes the timely transfer of licensing, conviction, and withdrawal information from one State driver licensing agency to another as required by 49 CFR 384.207, 384.208, and 384.209;
3. that update and improve CDL knowledge and skills tests to ensure drivers of large trucks and buses possess the knowledge and skills necessary to operate those vehicles safely;

4. that improve the prevention and detection of fraudulent activities through better implementation of CDL program management control and oversight practices, including overt and covert monitoring, anti-fraud identification technology, and use of automated CDL testing systems; and
5. that increase outreach and training to the criminal justice community on the importance of properly charging, adjudicating, and sanctioning CDL holders and CMV operators for violations of offenses listed in 49 CFR 383.51.

#### Stakeholder Impact

Proposed projects from both State and non-State applicants should demonstrate a direct benefit to one or more of the following CDL stakeholders:

1. State agencies responsible for the retention and transmission of driver history records (usually the designated State driver licensing agency);
2. Other State agencies responsible for all or part of the State's CDL program;
3. Law enforcement officers responsible for enforcing traffic violations or other offenses listed in 49 CFR 383.51;
4. Officers of the Court responsible for prosecuting traffic violations or other offenses listed in 49 CFR 383.51;
5. Judges that preside over traffic violations or other offenses listed in 49 CFR 383.51;
6. Court clerks responsible for processing and transmitting to the State driver licensing agency information regarding the conviction of an offense listed in 49 CFR 383.51;
7. CDL holders; and
8. Motor Carriers.

#### Types of Projects

##### *Basic CDLPI Grants*

The FMCSA will consider applications from States for a variety of projects that are necessary, allowable and reasonable, and that will help the State achieve compliance with the provisions of 49 CFR Parts 383 and 384 as prioritized above. For those States that are in substantial compliance with the provisions of 49 CFR Parts 383 and 384, FMCSA will also consider applications that are necessary, allowable, and reasonable, and that will help generally improve the State's CDL program. These projects must be clearly linked to the national priorities listed in this announcement and that impact one or more of the identified stakeholders.

The FMCSA encourages States to seek funding for compliance-related and other types of CDL program improvements. When considering the types of projects to apply for, State applicants should be mindful of the maintenance of expenditure requirement discussed in Section III, and that the CDLPI grant program is not currently intended to supplement ongoing operational costs of State CDL programs. Applications for annually recurring State costs, especially similar costs provided for under previous grant awards, will receive a lower priority than those associated with compliance issues or innovative CDL program improvements.

### *High Priority and Emerging Issues Grants*

The FMCSA will consider applications from States, local governments, and other persons that include, but are not limited to:

1. training programs that address one or more of the above priorities. All training programs proposed should demonstrate a clear need for the training, a suitable method of delivery, a mechanism to track the number of individuals trained, and the expected benefit or outcome of the training. Training programs may be formatted to deliver content to CDL stakeholders through: in-person, live delivery; a web-based training system (either live or through user-guided modules); printed material; distributed electronic training format (ex: videos distributed via DVDs); train-the-trainer concept; applications for training programs should demonstrate how the applicant can reach the CDL stakeholders targeted, up to and including a national training program;
2. programs that provide direct technical assistance to CDL stakeholders in the form of verbal or written communication (including electronic mail) during normal business hours (including, but not limited to, a help desk);
3. programs that provide translation, delivery, exchange, and transmission of data directly related to CDL holders; this data can include, but is not limited to: driver history records, driver licensing status, conviction records, withdrawal records, information related to traffic crashes involving CDL holders or those required to hold a CDL;
4. programs that provide resource or reference material to CDL stakeholders that assist in the performance of the stakeholders functions related to the national issues described above;
5. programs that provide direct, on-site guidance or consultation to CDL stakeholders that assist in the performance of the stakeholders functions related to the national issues described above;
6. programs that provide for the direct exchange of information, guidance, and best practices, between CDL stakeholders (including, but not limited to: in-person or web-based meetings, forums, symposiums, or working groups); and
7. national CDL stakeholder meeting(s) (including, but not limited to: State CDL personnel, State information technology personnel, State commercial vehicle enforcement personnel, judges, court clerks, other officers of the court, and other CDL program stakeholders).

### **Section II – Award Information**

FMCSA expects to award as many as 15 additional CDLPI grants to States (including the District of Columbia), local governments, or other persons in this supplemental FY 2011 process, with award amounts ranging from \$5,000 to \$500,000. .

The Federal share of all funds awarded under this grant program is established by SAFETEA-LU as 100 percent. There are no matching or cost-sharing requirements. However, applicants may not receive the full amount requested. If an applicant accepts a grant awarded under this

program, it is responsible for all project expenses that exceed the awarded amount. In some instances, FMCSA will consider awarding less than the requested amount. Prior to doing so, FMCSA will contact the applicant directly to ensure that the project will remain sustainable with less than full funding.

FMCSA expects to announce awards within ninety days of the submission deadline (subject to the availability of funds). The grant periods of performance will begin no earlier than the award date of the funds and will be determined by the project plan submitted with the application.

Allowable costs under the CDLPI grant awards include, but are not limited to, expenses for computer hardware and software, publications, testing, personnel, training, and quality control. Grants made under this program may not be used to rent, lease, or buy land or buildings.

All reimbursable items must be necessary, reasonable, allocable, and allowable to accomplish the goals of the program. Additional information can be found in (citations hyperlinked) [49 CFR Part 18](#) and/or [49 CFR Part 19](#) (depending on the type of grantee) and in [2 CFR Part 220](#) (Cost Principles for Educational Institutions, Office of Management Budget (OMB) Circular A-21), and/or [2 CFR Part 225](#) (Cost Principles for State, Local, and Indian Tribal Governments, OMB Circular A-87) and/or [2 CFR Part 230](#) (Cost Principles for Nonprofit Organizations, OMB Circular A-122). The eligibility of specific items is subject to review by the FMCSA.

### **Section III – Eligibility Information**

#### **Basic CDLPI Awards – State Agencies Only**

As described in Section I, FMCSA plans to award 80% or more of available funds to State applicants. These applicants include agencies in each State (including the District of Columbia) responsible for the development, implementation, and maintenance of all or part of the CDL program, or that have a direct impact on a State's compliance with the provisions of 49 CFR Parts 383 and 384 (agencies other than the lead CDL agency should coordinate, if practical, with the lead CDL agency prior to submitting an application).

Also, State applicants must:

- assume responsibility for adopting and administering State safety laws and regulations that are compatible with the Federal CDL requirements (49 CFR parts 383 and 384); **the Secretary of Transportation may make a grant to a State under this program ONLY if it complies with or is making a good faith effort toward substantial compliance with the requirements of 49 USC 31311;**
- agree that the total expenditure of amounts of the State and political subdivisions of the State, exclusive of amounts from the United States, for carrying out the CDL program and related activities and projects will be maintained at a level at least equal to the average level of that expenditure by the State and political subdivisions of the State for the last two (2) fiscal years of the State ending before August 10, 2005. States must submit information establishing its maintenance of expenditure levels in the application; a template has been provided in Appendix II; and

- prepare and submit to FMCSA quarterly performance and financial reports on project progress, status, and expenditures on forms as designated by the Agency.

#### High Priority and Emerging Issues – All eligible applicants

Eligible applicants include State agencies (including the District of Columbia), local governments, or other persons (entities) capable of conducting national programs that include research, development, demonstration projects, public education, and other special activities and projects relating to commercial driver licensing and motor vehicle safety that are of benefit to all jurisdictions of the United States or are designed to address national safety concerns and circumstances. Non-State applicants must be able to conduct programs on a national level, or that are national in scope and impact, and will provide widespread benefit to one or more groups of CDL stakeholders.

**Important Note:** The purpose of this grant program is to provide a benefit to the national CDL program. The FMCSA may not award funds to individuals for personal gain limited to themselves (ex: FMCSA will not award a grant to an individual to obtain the specialized training necessary to obtain a CDL). Further, FMCSA will not award funds to private businesses for direct financial gains that do not provide a broader benefit to the national CDL program (ex: FMCSA will not award a grant to a driving school to purchase a new tractor-trailer for CDL training). The FMCSA will only award funds to projects that have the potential to provide benefits to one or more groups of CDL stakeholders (as listed above) on a national scale.

#### Section IV – Application and Submission Information

The FMCSA utilizes Grants.gov ([www.grants.gov](http://www.grants.gov)) as the primary method of accepting discretionary grant applications. Except as described below, all FY 2011 CDLPI applications must be submitted electronically through this site.

To apply, the applicant must first complete the Grants.gov registration process. To register, go to [http://www07.grants.gov/applicants/get\\_registered.jsp](http://www07.grants.gov/applicants/get_registered.jsp) and follow the instructions found on the Grants.gov “[Get Registered](#)” website. The registration process can take between three to five business days or as long as four weeks. Applicants are encouraged to register as soon as possible.

The Catalog of Federal Domestic Assistance number for this grant is 20.232.

All applications must be submitted through Grants.gov, except as described below, by 11:00 P.M. (EST) on June 24, 2011. Applications received after this time will be considered if funds remain available after the review process for timely applications. Due to unforeseen connectivity or technical issues associated with online submission, FMCSA strongly encourages all applicants to submit their applications well in advance to allow for additional time if needed.

If the designated grant official from an applicant requires special assistance or accommodation associated with submitting this grant application, methods other than Grants.gov are available. Please contact the agency personnel listed in Section VII of this notice if assistance is required.

As part of the Basic CDLPI awards, applicants should submit only one CDLPI grant application package through Grants.gov for FY 2011. However, if the applicant is requesting funds for several large and diverse projects, each major project may be submitted separately.

All CDLPI Grant applications for FY 2011 must include the following forms as provided in Grants.gov:

1. SF-424 Standard Application for Federal Assistance

This is the standard application form for all requests for Federal assistance. When completing Section F, please ensure that the individual listed as point of contact will have actual knowledge of the project applied for and can answer relevant questions.

2. SF-424A Budget Information for Non-Construction Programs

This is a standard budget form for requests for Federal assistance. On page 1, the applicant may indicate up to 4 sub-projects requested. The applicant should clearly indicate the title of each project in the provided boxes of Column A. Because there is no grantee-matching requirement for CDLPI grants, and because there are no-rollover funds available for these grants, please indicate \$0.00 in columns C, D, and F.

On page 1A, please clearly indicate the 4 projects listed on page 1 in Columns 1-4 and then fill in the appropriate object class categories for each project in rows A-K.

Please complete the remaining pages as appropriate. If the applicant feels that an additional budget worksheet is necessary to further explain estimated costs, please attach a budget document to the Attachments Form (#6 below). Any attached budget should be pre-formatted to be printed on standard, letter-sized paper (PDF format is preferable). If the applicant attaches budget worksheets for multiple projects under the same grant application, each project should be clearly distinguished in the document.

3. SF-424B Assurances for Non-Construction Programs

This is a standard assurances form associated with accepting Federal assistance funds. This assurances document indicates that the applicant-agency is in substantial compliance with various programs, regulations, and Federal laws. This document should not be completed without confirmation from the appropriate agency or State official that the applicant-agency is indeed compliant. The FMCSA and other applicable Federal agencies reserve the right to request further information and/or conduct an audit to confirm compliance as indicated on this form, as provided for in the United States Code or the Code of Federal Regulations.

4. Grants.gov Lobbying Form

This form requests information related to the lobbying activities of the applicant. Depending on the responses provided, the applicant may also be required to complete an SF-LLL Disclosure of Lobbying Activities Form.

5. Attachment form

This document can be used to submit supplemental attachments to support the grant application. These attachments must include a copy of the applicant's approved indirect cost rates from its cognizant Federal agency or a letter indicating that the applicant has no cognizant agency (see

supplemental information below). These attachments must include documentation of all State applicants maintenance of expenditure levels as indicated in Section III and explained in Appendix II.

### **Supplemental Information**

#### *Other Supplemental Information*

The applicant should attach any supplemental information that it believes will support the proposal. However, the applicant should limit the information provided to FMCSA to what is needed to evaluate the proposed projects. Descriptions of problems and proposed solutions should not exceed several pages in length unless they involve the most complicated of issues.

So that FMCSA may conduct a fair and comprehensive evaluation of the grant proposal, applicants are **strongly encouraged** to consider the basic format as outlined in Appendix I. Further, FMCSA advises that:

- Indirect cost rates must be included (and fully explained) in the application budget. A copy of the grantee's approved indirect cost rates from the cognizant Federal agency should be included in the application if one exists. If the grantee does not have a cognizant Federal agency for indirect costs, a letter indicating this must be included.
- When preparing an application package, applicants should not save each application section as an individual document. Rather, all information relating to a single project request should be included in one document attached to the application package (PDF preferred).
- Budgets and other information in charts or spreadsheets should be pre-formatted for printing on standard copy paper.

### **Section V – Application Review Information**

In reviewing applications submitted for this program, FMCSA will consider various factors, including:

- Compliance (State applicants for Basic CDLPI funds only) – The State's progress towards achieving full compliance with the provisions of 49 CFR Parts 383 and 384, with specific emphasis on repeat findings that have not been completed;
- Prior performance – Completion of identified programs and goals per the project plan submitted under previous grants awarded to the applicant;
- Effective Use of Prior Grants – The applicant has demonstrated timely use of available funds in previous awards;
- Cost Effectiveness – Applications will be evaluated and prioritized on the expected impact on safety relative to the investment of grant funds. Where appropriate, costs per unit will be calculated and compared with national averages to determine effectiveness. In other areas, proposed costs will be compared with historical information to confirm reasonableness;

- Applicability to announced priorities – grant applications that specifically address these issues will be given priority consideration;
- Ability of the applicant to support the strategies and activities in the proposal for the entire project period of performance;
- Use of innovative approaches in executing a project plan to address identified safety issues;
- Feasibility of overall program coordination and implementation based upon the project plan; and
- Application clarity – see Appendix I for guidance on application preparation. Applicants are not required to prepare their application according to the template provided in Appendix I. However, applications that do not adhere to principles of clarity and organization discussed in Appendix I may be returned by FMCSA for revision and resubmission.

The FMCSA reserves the right to waive informalities in evaluating applications.

#### **Section VI – Award Administration Information**

Upon evaluation and award of funds under this grant program, the applicant will be contacted by the FMCSA Division Administrator of its State or by the CDL Division at FMCSA's Headquarters. The applicant will be required to enter into a grant agreement with FMCSA obligating the funds awarded and outlining the terms and conditions of the award. In some cases, the applicant will be required to submit a supplemental budget or project narrative based on a partial or modified grant award.

#### **Section VII – Agency Contact**

This grant program is managed by:

Commercial Driver's License Division  
Office of Safety Programs  
Office of the Associate Administrator for Enforcement and Program Delivery  
Federal Motor Carrier Safety Administration  
United States Department of Transportation

For more information related to this announcement or application submission, the applicant may contact the FMCSA Division Office in its State or the CDL grant program office at FMCSA Headquarters:

James Ross  
Transportation Specialist  
Email (preferred): [cdlgrants@dot.gov](mailto:cdlgrants@dot.gov)  
Office: 202-366-0133  
Fax: 202-366-7908

By Mail:  
FMCSA  
1200 New Jersey Ave, SE  
Washington, DC 20590  
ATTN: James Ross (MC-ESL)

**Section VIII – Other Information**

FMCSA Website: <http://www.fmcsa.dot.gov/safety-security/grants/grants.aspx>

## **APPENDIX I**

The FMCSA seeks to award funding for outcome-based projects. When requesting assistance, applicants should describe project goals and impacts before describing the specific tasks necessary to achieve the project goal. For example, a State may request financial assistance for the purpose of achieving compliance with the disqualification provisions of 49 CFR 384.231. Within that project goal, the State would request funding for specific tasks that may include making programming changes for certain conviction types, withdrawal types, or other computer processes. However, these tasks are merely the means by which the State will achieve the project goal, not the purpose of the grant. In other words, the benefit of the grant project should be larger than just the sum of its itemized costs. By focusing on the outcome and impact of a project, the applicant is able to better justify to FMCSA the need for the financial assistance. In turn, FMCSA is better able to measure the overall impact of its financial assistance programs. A broader example is provided below.

When requesting assistance for more than one project, discuss each project individually. Provide a clear and concise problem statement, proposed solution, explanation of the resources necessary to achieve the desired results, and expected timeline for project A, then repeat the same for project B and so on, keeping all relevant information separated by project. By making clear distinctions, FMCSA is able to fully evaluate the merits of each project individually.

While a comprehensive budget is permitted, individual projects must have a clear budget total that can be distinguished from other projects. These budgets should be included in the individual sections described above. Applicants **SHOULD NOT** provide budget forms that group expenses from the entire application packet (all projects) according to its own internal budget categories (personnel, programming, contracting, etc). This broad categorization of expenses is not helpful to application reviewers and can lead to a delay in grant awards while clarifying information is requested. Rather, applicants should group expenses by project.

### **Sample Application**

*Important Note: This sample application layout is overly simplified and is for explanatory purposes only. Applicants should provide greater detail in all areas to better support their request for assistance. However, extraneous information should be excluded. Only information which is relevant to the requested project and that can assist FMCSA in making funding awards should be included. As previously stated, applicants are not required to follow this template when preparing documents for submission. However, application clarity (ease of understanding and identifying relevant information) will be an evaluation factor (see Section V).*

**Organizational Background** – *This section should be included for applicants that wish to introduce themselves to FMCSA and provide information related to their goals, mission statement, organizational structure, or other information relevant information. In general, State agencies currently responsible for a key component of the State’s CDL program need not include this section as FMCSA is already familiar with their organization.*

**Problem Statement** - *This section briefly explains the need for the financial assistance.*

The State of CDLandia currently conducts CDL knowledge and skills testing according to a modified version of the AAMVA 2.0 testing model. This version is outdated and is no longer considered a best practice within the CDL community.

**Project Goal** – *This section establishes the outcome based focus of the grant activities. It is based upon this goal that FMCSA will consider the overall importance and impact of the project and the reasonableness of the funding requested.*

The State of CDLandia is requesting Federal financial assistance through the FY 2011 CDL Program Improvement grant to fully implement the AAMVA Testing Model in all CDL testing locations.

**Proposed Tasks** – *This section describes the various tasks necessary to achieve the project goal. The level of detail will vary according to the project, but should be concise and sufficient to support the project goal and justify the funding requested in the budget.*

1. Modification of the CDL Applicant Manual
2. Modification of the automated knowledge testing program (kiosks)
3. Modification of the testing sites around the State to conform to the standard skills exercises and review and potential modification of the road test routes
4. Staff Training

**Budget** – *This section describes the costs necessary to complete the proposed tasks and achieve the project goal. The level of detail will vary, but should be sufficient to justify the overall funding request.*

Modification of the CDL applicant manual:

- Internal working group labor: 70 labor hours at \$40 per hour: \$2800
- Printing costs: \$1.25 per manual for 15,000 manuals: \$18,750

Modification of the automated knowledge testing programs (kiosks)

- Contractual labor: 120 hours at \$65 per hour: \$7,800

Modification of the CDL testing sites AND road test routes

- Staff labor: 200 hours at \$40 per hour: \$8,000
- Travel expenses: 20 travel nights at \$95 per night (lodging and per diem – government vehicle used): \$1,900

Staff training:

- Staff labor (preparation): 80 hours at \$40 per hour: \$3,200
- Travel expenses: 51 Chief Branch Examiners at \$95 per night for 2 nights: \$9,690
- Handouts and other meeting expenses (copies, meeting rooms, A/V fees): \$2,000

Total Cost for CDLandia to implement the 2005 Testing Model: \$54,140.

**Project Timeline** – *This section establishes project milestones and an estimated completion date. It is against this timeline that FMCSA will monitor grant performance if an award is made. This section should not be based upon specific dates; rather, it should be based on an award date plus a duration of time needed to complete the tasks. Vague timeframes such as “Summer 2011” are not acceptable.*

Award + 45 days	Submit new test questions to kiosk programmers
Award + 60 days	Identify changes necessary to the CDL applicant manual
Award + 80 days	Identify test routes for modification and develop plans for BCS modifications
Award + 80 days	Identify date and location of staff training
Award + 90 days	Make necessary changes to the CDL applicant manual and send to printers
Award + 100 days	New test questions for kiosks ready for implementation
Award + 120 days	Take delivery of new CDL applicant manuals and make available at offices and online
Award + 120 days	Complete test route and BCS modifications
Award + 180 days	Complete necessary staff training
Award + 200 days	Implement AAMVA 2005 Testing Model Statewide

**Other Remarks** – *This section can be included if there is additional information needed to support the request for funding.*

## **APPENDIX II**

Please see the following pages describing the maintenance of effort requirements and a template that State applicants may use to document their compliance with this requirement.



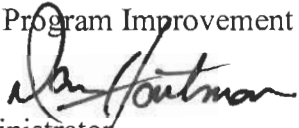
U.S. Department  
Of Transportation  
Federal Motor Carrier  
Safety Administration

# Memorandum

CDL-07-001

Subject: Commercial Driver's License  
Program: Calculation of Maintenance of  
Effort for CDL Program Improvement Grants

Date: DEC 22 2006

From: Dan Hartman   
Associate Administrator  
for Enforcement and Program Delivery

Reply to  
Attn. of: MC-ESL

To: Division Administrators  
State Program Managers

This Commercial Driver's License (CDL) Policy Reference Guideline supersedes CDL-02-002. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users mandated that the Maintenance of Effort (MOE) for Commercial Driver's License Program Improvement (CDLPI) grants be calculated using the two State fiscal years ending before August 10, 2005 (49 U.S.C. 31313(a)(4)).

Prior to receiving a CDLPI grant, States must agree to maintain the total expenditures of amounts of the State and political subdivisions of the State, exclusive of amounts from the United States, for the State's CDL program at a level at least equal to the average level of that expenditure by the State and political subdivisions of the State for the last two fiscal years of the State ending before August 10, 2005. The MOE may be calculated on actual CDL program costs or as a pro rata portion of the overall driver's license program expenditures.

The following paragraph must be included on the reverse of the grant agreement before the State or the Division Administrator signs the agreement:

Maintenance of Expenditures: By signing this agreement, the recipient agrees that the total expenditure of amounts of the State and political subdivisions of the State, exclusive of amounts from the United States, for the State's CDL program will be maintained at a level least equal to the average level of that expenditure by the State, and political subdivisions of the State, for the last two State fiscal years ending before August 10, 2005.

The following is an example of an MOE calculation:

Department of Motor Vehicles (State agency) requests CDL program improvement funding to replace paper CDL knowledge tests with a computerized testing system that creates a unique test for each driver being tested. In fiscal year 2005, the State agency spent \$8,900,000 on the CDL program. In fiscal year 2004, the State spent \$8,700,000 on the CDL program.

In fiscal year 2006 the State agency is requesting CDL program improvement funding to develop a computerized CDL knowledge testing system and to field 110 testing stations. The Total cost to develop and field this system is estimated at \$300,000.

The State operates on a July 1st to June 30th fiscal year, which means fiscal years of 2004 and 2005 are the baseline. If the State operated on the same fiscal year as the Federal Government, the State fiscal year 2005 would end after August 10, 2005, and the State would use State fiscal years 2003 and 2004 to calculate the MOE.

Because the MOE is the average level of CDL program expenditures by the State for the last two fiscal years prior to August 10, 2005, the CDL program improvement MOE calculation would be \$17,600,000 divided by two, or \$8,800,000.

This would be shown as:

MOE Calculation:

2004 Expenditures = \$ 8,700,000

2005 Expenditures = \$ 8,900,000

Total = \$ 17,600,000

Average (Total/2) = \$ 8,800,000

MOE = \$ 8,800,000

For its fiscal year 2006 CDLPI program, the State agency would have to certify that it will maintain a level of expenditure of \$8,800,000 in fiscal year 2006. The State agency would now have a knowledge testing program with a total cost in fiscal year 2006 totaling \$300,000, all of which would be eligible for grant funding.

Should you have any questions or need additional information, please contact Lloyd Goldsmith at (202) 366-5014 or e-mail him at [lloyd.goldsmith@dot.gov](mailto:lloyd.goldsmith@dot.gov).

Updated Point of Contact (09/01/2010) - Brandon Poarch  
c/o [cdlgrants@dot.gov](mailto:cdlgrants@dot.gov).

## Attachment 1 - Self –Certification of State Commercial Driver's License (CDL) Program

### LEAD CDL AGENCY STATEMENT

[REDACTED] lead driver licensing agency responsible for implementing the CDL  
program is the [REDACTED]  
[REDACTED]

### MAINTENANCE OF EFFORT (MOE) STATEMENT FOR COMMERCIAL DRIVER'S LICENSE PROGRAM IMPROVEMENT GRANTS

[REDACTED], on behalf of the State of [REDACTED], as requested by the  
administrator as a condition of approval of a commercial driver's license program  
improvement grant under the authority of 49 U.S.C. 31313 do hereby certify as follows:

The State will ensure that the total expenditure of amounts of the State , exclusive of  
amounts from the United States, for carrying out commercial driver's license programs  
and related activities and projects will be maintained at a level at least equal to the  
average level of that expenditure by the State for the last two fiscal years of the State or  
the Federal Government ending before August 10, 2005.

The State will obligate the funds or resources necessary to provide the maintenance of  
effort level as calculated below to the Federal assistance provided to administer the  
commercial driver's license program improvement programs grant plan as submitted.

MOE Calculation:

2004 Expenditures = \$ 3,425,532

2005 Expenditures = \$ 4,141,057

Total = \$ 7,593,589

Average (Total/2) = \$ 3,796,795

MOE = \$ 3,796,795

[REDACTED]

RE: [REDACTED] Self-Certification Document

From: [REDACTED] CDL Coordinator

Date: January 02, 2009

To whom it may concern:

[REDACTED], is the lead agency for administration of the state's Commercial Driver's License Examining program. The [REDACTED] DMV is responsible for all aspects of commercial and non-commercial driver's license issuance; primarily, ensuring that all driver applicants are qualified to operate such motor vehicles on the public roadways.

The table below contains a summary of the aggregate expenditure of funds on CDL eligible activities necessary for carrying out the CDL program and related activities from 2004 through 2008.

Aggregate expenditure of funds on eligible CDL activities					
	2004	2005	2006	2007	2008
CDL knowledge exams administration	270,000	270,000	277,500	277,500	285,000
CDL Skills tests administration	112,331	122,606	130,518	132,056	121,875
CMV skills area expenditures	16,770	16,770	16,770	16,770	16,770
Electronic testing software cost	35,000	35,000	35,000	35,000	35,000
CDL Customer manuals	25,000	25,000	25,000	25,000	25,000
CDL Coordinator's salary	48,000	49,000	50,000	52,500	55,000
Assistant Coordinator's salary PT			25,000	25,000	25,000
CDL 3rd Party Auditing/re-testing cost	1,500	1,500	1,500	1,500	1,500
CDL Staff Training			9,000	17,500	
PDPS and CDLIS Help Desk Salaries	84,000	85,680	86,537	87,402	88,276
Aggregate total expenditures	592,601	605,556	656,825	670,228	653,421